

Personnel-General

Retirement Services Program

**Headquarters
Department of the Army
Washington, DC
1 June 2000**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-7

Retirement Services Program

This regulation--

- o Reflects the movement of Army Retirement Services (DAPE-RSO) from the Community and Family Support Center to the Office of the Deputy Chief of Staff for Personnel (ODCSPER).
- o Removes tables containing the operating tasks.
- o Requires RSOs to use the RCPs and DRAS(APS) Systems to help retired soldiers and surviving spouses with pay and annuity transactions (para 1-13m, 2-5).
- o Removes the requirement to show the Army Preretirement Video.
- o Requires an ACAP presentation be part of the Preretirement Briefing (para 3-1b(14)).
- o Requires Survivor Benefit Plan counseling be conducted and Survivor Benefit Plan elections made no less than 60 days before retirement (vice 120 days)(para 3-2b, 3-3a).
- o Deletes the requirement for Retirement Services Officers to furnish statements to DAPE-RSO concerning Survivor Benefit Plan counseling conducted less than 60 days before retirement.
- o Deletes the requirement to show the Survivor Benefit Plan video as part of Survivor Benefit Plan counseling.
- o Authorizes the use of certified mail, restricted delivery for mailing the SBP notification and concurrence packets to spouses who are unable to appear in person for an SBP briefing (para 3-2c, C-4c).
- o Provides policy for the Chief of Staff, Army Retiree Council (para 4-2a).
- o Requires commanders of installations and military communities to establish retiree councils (para 1-12c).
- o Changes the term sub-council to local area council.
- o Requires Retirement Services Officers to send copies of retiree council minutes to ODCSPER (DAPE-RSO)(para 4-2b3).
- o Requires commanders of installations to publish a retiree newsletter at least annually (vice semi-annually) (para 6-2a).
- o Removes all references to the Retired Army Personnel System (RAPS).

- o Changes the term Retiree Activity Day (RAD) to Retiree Appreciation Day (RAD).
- o Updates retirement services areas of responsibility in appendix B.
- o Adds an Internal Control Review Checklist at appendix C.

Effective 3 July 2000

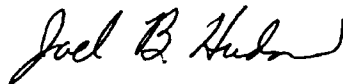
Personnel-General

Retirement Services Program

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



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History. This printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation prescribes policies governing military personnel retirement services, the Survivor Benefit Plan, and the CSA Retiree Council. This

regulation implements DOD Directive 1332.27 and DOD Directive 1342.17.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve. It applies to installation Retirement Services Officers and Survivor Benefit Plan Counselors.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSPER may delegate this authority in writing to the commander of a Field Operating Agency or to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated.

Supplementation. Supplementation of

this regulation and establishment of command or local forms are prohibited without prior approval from Office of the Deputy Chief of Staff for Personnel (DAPE-RSO), 300 Army Pentagon, Washington, DC 20310-0300.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Office of the Deputy Chief of Staff for Personnel, (DAPE-RSO), 300 Army Pentagon, Washington, DC 20310-0300.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for Active Army and D and E for Army National Guard of the United States and United States Army Reserve.

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* This regulation supersedes AR 600-8-7, dated 17 April 1992 and AR 15-42, dated 15 April 1993.

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Chapter 1

Introduction

Section I

Overview

1-1. Purpose

This regulation prescribes the policies for the retirement services and Survivor Benefit Plan (SBP) functions of the Military Personnel Management System (see AR 600-8).

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Manpower resources

The Manpower Staffing Standards System (MS-3) Military Personnel Division, Army common manpower staffing standard, includes the Retirement Services and SBP Programs under the Transition Center. The Transition Center completes initial, administrative, final, and post-transition processing. Workload factors for determining the number of personnel within this work center are—

- a.* The total retirement actions processed. This includes actual end-of-month count of retirement applications submitted and DD Forms 214 (Certificate of Release or Discharge from Active Duty) that are finalized for length-of-service and medical retirements (obtained from Modern Army Record-Keeping System File 635-5a).
- b.* The actual end-of-month count of Army retired population (excluding widow/widowers) under the Military Personnel Division's jurisdiction defined in appendix B.

Section II

Responsibilities

1-5. The Deputy Chief of Staff for Personnel (DCSPER)

The DCSPER will—

- a.* Establish personnel policies relating to retirement services (to include the CSA Retiree Council) and the SBP.
- b.* Provide the Army representative to the Department of Defense (DOD) Joint Retired Serviceman's Family Protection Plan (RSFPP) and SBP Board after appointment by the Secretary of the Army.
- c.* Appoint members to convene sessions of the Department of the Army (DA) SBP Board to advise the Chief, Retirement Services, prior to the Chief's adjudication of claims of administrative error during SBP election processing.

1-6. The Chief, Army Retirement Services (DAPE-RSO)

The Chief, Army Retirement Services (DAPE-RSO) will—

- a.* Ensure that retirement services and SBP activities collaborate with other military and civilian agencies to maximize use of allocated resources.
- b.* Monitor and provide technical assistance to major army commands (MACOMs) and installations to ensure that Retirement Services and SBP Programs are accessible, effective, and responsive to the needs of soldiers and their families.
- c.* Publish "Army Echoes," a bulletin for retiring and retired soldiers and their families, to maintain the link between the active Army and the retired community, and to keep them informed of their rights, benefits, and responsibilities.
- d.* Publish the "Retired Army General Officers Roster."
- e.* Provide administrative support to the Chief of Staff, Army, Retiree Council.

1-7. The Chief, National Guard Bureau (CNGB)

The CNGB will act as Army Staff point of contact for retirement services and the SBP within the National Guard.

1-8. The Chief, Army Reserve (CAR)

The CAR will act as Army Staff point of contact for retirement services and the SBP within the Army Reserve.

1-9. The Commanding General, The Total Army Personnel Command (PERSCOM)

The CG, PERSCOM, will ensure that DCSPER (DAPE-RSO) is allocated adequate resources to accomplish its mission.

1-10. Commanders of MACOMs

Commanders of MACOMs will—

- a.* Monitor and assist in the administration of retirement services and the SBP to ensure compliance with policies and mandated tasks established by this regulation.
- b.* Ensure that Retirement Services and SBP Programs are developed based on installation-specific needs and mission requirements.
- c.* Appoint a Retirement Services Program Manager to supervise retirement services and the SBP at subordinate installations.

1-11. The Commander, U.S. Army Training and Doctrine Command (TRADOC)

The Commander, TRADOC will ensure that retirement services, retirement planning, and SBP are covered topics in military schools and courses.

1-12. Commanders of installations

Commanders of installations will—

- a.* Ensure that retirement services (to include retiree councils) and SBP activities are allocated adequate resources to accomplish their mission as developed by Major Army Commands (MACOMs) and Army headquarters (HQDA).
- b.* Ensure that soldiers and their families are informed of the policy in this regulation.
- c.* Establish a retiree council to voice the needs and concerns of local retirees and family members to the MACOM or HQDA.
- d.* Appoint a full-time Retirement Services Officer (RSO) to implement the retirement services and SBP policies in this regulation.
- e.* Coordinate with commanders of MSCs, satellite installations, tenant or remote units or organizations, and military communities within their jurisdiction to ensure delivery of retirement services and SBP counseling to eligible soldiers and their families.

1-13. Installation Retirement Services Officers (RSO)

As a minimum, RSOs will—

- a.* Be positioned to provide high visibility for the retired community.
- b.* Report directly to a principal staff officer.
- c.* Conduct preretirement briefings for soldiers and family members using materials furnished by DAPE-RSO.
- d.* Counsel soldiers and family members on SBP entitlements and assist soldiers and families with all phases of making the SBP election.
- e.* Counsel soldiers and family members concerning retirement rights, benefits, and privileges.
- f.* Prepare soldiers and their families to transition from active duty to civilian life.
- g.* Provide information and referrals to retired soldiers and their families.
- h.* Where sufficient retiree interest and command resources permit, establish local area retiree councils within heavily populated retirement services areas of responsibility as defined in appendix B.
- i.* Conduct an annual Retiree Appreciation Day (RAD).
- j.* Publish an annual retiree newsletter for retirees in the RSO's area of responsibility as shown in appendix B.
- k.* Supervise the operation of the installation Retirement Services Program and the SBP.
- l.* In conjunction with the servicing legal assistance office, counsel active and retired soldiers, spouses, and former spouses on the Uniformed Services Former Spouses' Protection Act.
- m.* Obtain access to the Retired and Casualty Pay System (RCPS) and DRAS (APS) in order to process retiree requests for changes of address, tax changes, reissue of tax forms and retiree account statements, and establishment of annuitant accounts.
- n.* Attend any HQDA-sponsored preretirement or SBP counseling.

1-14. Commanders of major subordinate commands (MSCs), satellite installations, tenant or remote units or organizations, and military communities

Commanders of MSCs, satellite installations, tenant or remote units or organizations, and military communities will—

- a.* Coordinate delivery of retirement services and the SBP with the nearest Army installation.
- b.* Appoint an individual to coordinate delivery of retirement services and SBP policies and procedures to eligible soldiers and their families.

Chapter 2

Retirement Services Program

Section I

Principles and Standards of Service

2-1. Overview

The Retirement Services Program is a set of programs, services, and information directed by the DCSPER and designed to assist soldiers and their families in the transition to retirement and keep them up-to-date on their rights, benefits, and privileges after retirement. A primary element of retirement planning includes counseling on the SBP Program. This regulation is binding on all communities providing retirement services.

2-2. Principles of support

The Military Personnel System will include a function to—

- a.* Assist soldiers in planning for retirement and assist retired soldiers as part of The Army.
- b.* Support the Army's personnel life-cycle function of transition.

2-3. Standards of service

- a.* The Retirement Services Program is—
 - (1) A military personnel function.
 - (2) Resourced in the Base Operating Information System (BASOPS).
 - (3) Not deployed with the tactical force.
 - (4) The functional responsibility of the Transition Work Center.
- b.* Installations will operate a Retirement Services Office headed by an RSO as outlined in paragraphs 1-12d and 1-13.

Section II

Policy

2-4. Preretirement services

As a minimum, preretirement services will include conducting the preretirement and SBP briefings. Each is designed to make retiring soldiers and their families aware of the rights, benefits, and privileges available to them as a result of their military service.

2-5. Post-retirement services

As a minimum, post-retirement services will include establishing a retiree council, conducting an annual RAD, publishing an annual retiree newsletter, making retired pay changes and assisting with SBP/RSFPP applications using RCPS and DRAS(APs). Other programs may be offered based on local retirees' needs and the installations' resources.

2-6. Courtesy

Retired soldiers will be treated as courteously as their active duty counterparts. They will be addressed by their retired rank, if known; otherwise, they will be addressed as "Sir" or "Ma'am."

2-7. Volunteers

The RSO will refer retiree volunteers to the Installation Volunteer Coordinator.

2-8. Referrals

The RSO will refer to the proper agencies requests for information or assistance (other than transactions that can be made using the RCPS and DRAS (APS), including processing of applications for SBP/RSFPP) received from retired soldiers, family members, and survivors.

Chapter 3

Preretirement Services

3-1. Preretirement briefing policy

- a.* Soldiers must receive a preretirement briefing between the time the retirement application is submitted and 120 days before the retirement date (or date of departure on transition leave).
- b.* As a minimum, the following topics will be covered during a Preretirement Briefing:

- (1) Computing retired pay and cost-of-living adjustments (COLA).
 - (2) SBP.
 - (3) Medical and dental benefits (to include TRICARE, space-available care in military treatment facilities, supplemental insurance, demonstration projects, and the Continued Health Care Benefit Program (CHCBP)).
 - (4) Post-retirement employment (It is suggested the local Ethics Counselor conduct this portion of the briefing).
 - (5) Veterans benefits.
 - (6) Retirement Services Program.
 - (7) New careers in education.
 - (8) Former spouse benefits (division of retired pay, SBP, and ID card eligibility).
 - (9) Servicemembers' Group Life Insurance (SGLI) conversion.
 - (10) Transition leave; permissive temporary duty (TDY).
 - (11) Travel and shipment of household goods.
 - (12) Space-available air travel.
 - (13) Social Security.
 - (14) Army Career and Alumni Program presentation.
 - (15) Other topics as directed by the ODCSPER (DAPE-RSO).
- c.* The ODCSPER (DAPE-RSO) will direct which publications, as a minimum, will be given to retiring soldiers at the preretirement briefing.
- d.* Briefing materials that are other than HQDA (DAPE-RSO)-provided must be approved for use by HQDA (DAPE-RSO).
- e.* Transition Points will verify that a soldier has attended a Preretirement Briefing before completing final outprocessing.

3-2. SBP counseling policy

- a.* Only individuals who have been certified by HQDA (DAPE-RSO) as "Survivor Benefit Plan Counselors" may counsel retiring soldiers or spouses on SBP.
- b.* Between the time the retirement application is submitted, but no less than 60 days before retirement, every soldier and spouse must be counseled on the SBP options available under section 1448 (a), Title 10, United States Code and the effects of such elections (section 1455 (b) (1), Title 10, United States Code).
- c.* Before retirement, the soldier and spouse must certify in writing that they have received SBP counseling.
- d.* During counseling, soldiers will be provided a printout from the DOD SBP Valuation software and current SBP literature as directed by DAPE-RSO.
- e.* Whenever possible, SBP spouse counseling will be conducted in person. If the spouse is unavailable for counseling a DA SBP fact sheet will be mailed to the spouse using certified mail, restricted delivery, along with notification of the soldier's SBP election, a cost-benefit estimate, and a request for spouse concurrence to the election, if applicable.
- f.* The following SBP provisions will be discussed during counseling:
- (1) Once a soldier on active duty completes 20 years active service creditable for retirement, any spouse or dependent child is automatically covered for full SBP, at no cost to the soldier.
 - (2) Before retirement, the soldier must elect, in writing and at cost, one of the following SBP options:
 - (a) Spouse or Former Spouse Only—full coverage
 - (b) Spouse or Former Spouse Only—reduced coverage
 - (c) Spouse or Former Spouse and Child(ren)—full coverage
 - (d) Spouse or Former Spouse and Child(ren)—reduced coverage
 - (e) Child(ren) Only—full coverage
 - (f) Child(ren) Only—reduced coverage
 - (g) Natural Person with an Insurable Interest—full coverage (only unmarried soldiers with no dependent children or one dependent child may elect this option)
 - (h) Not to participate
 - (3) Married soldiers may not, without the concurrence of their spouse, elect not to participate in SBP, to provide an annuity for their spouse at less than the maximum level, or provide an annuity for a dependent child but not for their spouse (section 1448(a)(3)(A), Title 10, U.S. Code). Married soldiers who fail to provide spouse concurrence or an approved waiver of same before date of retirement will be enrolled in full spouse SBP or, if any type of child(ren) coverage is elected, full spouse and child(ren) SBP. Married soldiers who cannot obtain spouse concurrence because their spouse's whereabouts are unknown, or because of exceptional circumstances, may request a waiver of the spouse concurrence requirement from the Chief, Army Retirement Services (DAPE-RSO). Procedures for requesting a waiver have been provided to installation RSOs.

(4) Spouse concurrence is not required for a Former Spouse Only or Former Spouse and Child(ren) election; however, the current spouse will be notified of that election (section 1448(a)(3)(E), Title 10, U.S. Code,).

(5) SBP premiums are tax-free and automatically deducted from retired pay, regardless of any decree or property settlement to the contrary.

(6) Cost and annuity amounts for each option.

(7) Beneficiary changes that can be made after retirement, divorce, death of the spouse, or remarriage of the retired soldier or a covered former spouse.

(8) Beginning 2008, SBP premiums will be considered paid-up upon the member's reaching age 70 and having paid SBP premiums for at least 360 months (Sec. 641, PL 105-261, 17 Oct 98).

(9) Using DD form 2656-2 (Survivor Benefit Plan (SBP) Termination Request) SBP can be terminated, with the spouse's concurrence, if applicable, between the second and third anniversary of drawing retired pay (section 1448a(d), Title 10, U.S. Code). A decision to terminate coverage under this provision is irrevocable. Premiums paid through the date of termination will not be refunded.

g. If the soldier is mentally incompetent, as is often true in death imminent retirements, the legal guardian or next of kin will be counseled by the RSO.

h. Refer soldiers and spouses to the legal assistance office when possible conflict of interest exists.

3-3. SBP election policy

a. The SBP election will be made on the most current version of DD Form 2656 (Data for Payment of Retired Personnel) and, if any type of former spouse coverage is elected, DD Form 2656-1, (Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage) no later than 60 days before retirement.

b. If a soldier has been declared mentally incompetent, as often happens in death imminent retirements, the Chief, Army Retirement Services (DAPE-RSO), as delegated by the Secretary of the Army, will make the SBP election on behalf of the soldier.

c. A soldier may request correction of a Government administrative error made in connection with an SBP election by writing to Chief, Army Retirement Services (DAPE-RSO), 200 Stovall St., Alexandria, VA 22332-0470. The request must include a copy of the SBP election, along with other supporting documents or statements, if applicable.

Chapter 4 Post-retirement Services

4-1. Retiree Council Program

The Army's retiree council program consists of two elements; the Chief of Staff Army, Retiree Council established by the Chief of Staff, Army, and the Installation Retiree Councils established by individual installation commanders. The objectives of the Retiree Council Program are to:

a. Provide the Chief of Staff, Army, and installation commanders with insight into vital issues and concerns of retirees.

b. Provide the Army retired community with an opportunity to:

(1) Communicate with the Active Army.

(2) Receive advice on, analyze, and provide input on those decisions, policies, and laws that affect the retired community.

(3) Review ongoing Army programs, proposals, and initiatives and provide retiree comments

(4) Institute programs that will create a strong communication link between the Active Army and the retired community.

(5) Develop public support for Army programs.

4-2. Retiree council policy

a. The Chief of Staff, Army, Retiree Council—

(1) Composition will be determined by the Chief of Staff, Army.

(2) Members will be appointed by the Chief of Staff, Army, for a term not to exceed four years.

(3) Terms of appointment are not renewable.

(4) Will meet at least annually unless directed otherwise by the Chief of Staff, Army.

(5) Will provide the Council minutes to the Chief of Staff, Army, before the meeting's end.

(6) Co-chairpersons will meet with the Chief of Staff, Army, midway between annual meetings to provide an update on retiree issues and receive interim guidance.

(7) Members must, with the exception of the co-chairpersons:

- (a) Be retired for length of service or disability and entitled to retired pay, or retired from the Reserves and in receipt of retired pay.
 - (b) Be current members of installation retiree councils.
 - (c) Not have previously served on the Chief of Staff, Army, Retiree Council.
 - (d) Not have been retired under section 638, Title 10, U.S. Code (selective early retirement).
 - (e) Have a history of service to the Army Active and retired community and be knowledgeable and conversant with retiree issues and concerns.
 - (f) Be active in installation and community affairs.
- b. Installation retiree councils—
- (1) Will meet at least annually unless directed otherwise by the installation commander.
 - (2) Will have their composition and terms of appointment determined by the installation commander.
 - (3) Will furnish a copy of their council minutes, not later than 30 days after conclusion, through the installation commander to ODCSPER (DAPE-RSO), 200 Stovall St., Alexandria, VA 22332-0470.
 - (4) Will use the installation RSO as an advisor to the council.
 - (5) Will forward upon request and in the format specified by DAPE-RSO issues and concerns which the installation commander and council chairperson(s) determine to be appropriate for discussion by the Chief of Staff, Army, Retiree Council. Issues and concerns will be sent electronically through the Installation commander and MACOM to the ODCSPER (DAPE-RSO).
 - (6) When requested by the ODCSPER (DAPE-RSO), installation retiree councils will electronically forward through their MACOMs, nominees who meet the criteria outlined in para 4-2a(7) above to serve as members of the Chief of Staff, Army, Retiree Council.

Chapter 5

Retiree Appreciation Day

5-1. RAD overview

RADs are held to bring retired soldiers and their families up-to-date on changes in their retirement rights, benefits, and privileges and to foster goodwill between the retired and active duty communities.

5-2. RAD policy

- a. RADs will be conducted at least annually by major Army installations and may be conducted more frequently at the commander's discretion.
- b. RADs may be held in conjunction with other post events or RADs of other services.
- c. The commander determines the type, length, and content of the RAD.
- d. The installation retiree newsletter will be used to invite retirees to the RAD. When this is not possible, MACOM permission must be obtained to send individual invitations. Only those retired soldiers residing within 50 miles of the RAD location must be mailed individual invitations.
- e. Commanders will enlist the aid of retiree council members in setting up and conducting the RADs.
- f. The editor of "Army Echoes" will be notified of the RAD date in sufficient time to publish it in at least one issue.

Chapter 6

Retiree Newsletter

6-1. Retiree newsletter overview

The retiree newsletter is the commander's means of communicating with retired soldiers and their families who reside within the installation's area of responsibility as set forth in appendix B. The purpose of the newsletter is to apprise retired soldiers and their families of the services and activities available to them on post and within the installation's area of responsibility.

6-2. Retiree newsletter policy

- a. Installation commanders will publish a retiree newsletter at least annually for retirees residing within their geographic areas of responsibility.
- b. Unless directed to do so by HQDA (DAPE-RSO), installation retiree newsletters will not repeat information contained in "Army Echoes." Consult installation public affairs offices to localize "Echoes" articles.
- c. Guidelines in AR 25-30 will be followed.
- d. MSCs will be canvassed to ensure information pertinent to retirees within the MSCs is included in the newsletter.
- e. Newsletters will be mailed at bulk, third-class rate.

Appendix A

Section I

Section I

Required Publications

AR 25–30

The Army Publishing and Printing Program. (Cited in para 6-2c.)

AR 600–8

Military Personnel Management. (Cited in para 1-1.)

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 135–180

Qualifying Service for Retired Pay Nonregular Service.

AR 290–5

Army National Cemeteries.

AR 340–21

The Army Privacy Program.

AR 570–5

Manpower Staffing Standards System.

AR 600–8–1

Army Casualty Operations/Assistance/Insurance.

AR 600–8–14

Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel.

AR 600–8–24

Officer Transfer and Discharges.

AR 635–5

Separation Documents.

AR 635–10

Processing Personnel for Separation.

AR 635–40

Physical Evaluation for Retention, Retirement or Separation.

AR 635–200

Enlisted Personnel.

DA Pam 360–526

Once a Veteran.

DA Pam 360–539

Survivor Benefit Plan for the Uniformed Services—The Simple Facts (and accompanying fact sheets).

DA Pam 600–8

Management and Administrative Procedures.

DA Pam 600-8-11

Military Personnel Office Separation Processing Procedures.

DA Pam 608-4

A Guide for the Survivors of Deceased Army Members.

DOD 7000.14-R

Department of Defense Financial Management Regulation, Volume 1, General Financial Management Information, Systems, and Requirements.

RCS No. DDM (A) 1375

DOD Statistical Report on the Military Retirement System. (This book may be ordered from: DOD, OSD (FM&P), Office of the Actuary, 1600 N. Wilson Boulevard, Suite 434, Arlington, Virginia 22209-2593.)

TRICARE/CHAMPUS Policy Manual 6010.47-M**TSO 6010.46-H**

Tricare Standard Handbook

Title 10, United States Code, Sections 1447-1460 (Survivor Benefit Plan)**VA IS-1 (Fact Sheet)**

Federal Benefits for Veterans and Dependents.

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms****DA Form 11-2-R (Management Control Evaluation Control Statement)**

(This form is available on the Army Electronic Library (AEL) CD ROM and the USAPA website www.usapa.army.mil).

DD Form 214

Certificate of Release or Discharge from Active Duty. (This form is available in paper through normal supply channels.)

The forms listed below are available on the DOD website (<http://webl.whs.osd.mil>).

DD Form 2656

Data for Payment of Retired Personnel

DD Form 2656-1

Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage

DD Form 2656-2

Survivor Benefit Plan (SBP) Termination Request

Appendix B

Retirement Services Areas of Responsibility

Section I

CONUS

B–1. Overview

Installation commanders are responsible for providing retirement services to the retired soldiers and their families and survivors who reside within the ZIP Codes shown below as being assigned to that installation. The MACOM responsible for that installation is listed in parentheses next to the installation's name.

B–2. Fort Belvoir, VA (MDW)

- a.* 20600-06, 09, 11-12, 16-22, 24-28, 30-38, 40-56, 58-77, 79-84, 86-87, 90-99.
- b.* 22002-03, 13-29, 48-67, 69-74, 76-79, 81-99.
- c.* 22100-16, 18-28, 30, 33-40, 42-50, 52-69, 71-89, 91-99.
- d.* 22226-22299.
- e.* 22300, 03, 06-13, 15-99.
- f.* 22400-26, 28-33, 35-45, 47-53, 55-74, 77-99.
- g.* 22501-09, 11-13, 15-37, 39-45, 47-49, 51-59, 61-79, 81-99.
- h.* 22600-10, 12-19, 21-23, 26-36, 38-44, 47-54, 57-62, 64-99.
- i.* 22700-22799.
- j.* 22800-42, 44-99.
- k.* 22921-23, 33-35, 41-42, 48, 53, 55-58, 60-62, 65-66, 68, 72-73, 88-99.
- l.* 23441, 71.
- m.* 26707, 15, 20, 31, 34, 37, 38-42, 68.
- n.* 26800-07, 09-16, 18-51, 53-64, 66-99.

B–3. Fort Benning, GA (TRADOC)

- a.* 30203-04, 06, 18, 22, 30, 40, 51, 55-58, 61, 83, 85-86, 92, 95.
- b.* 31001, 04-08, 11-17, 20, 23, 25-30, 32-33, 36, 39-41, 43-44, 46-48, 50-53, 56-58, 63, 66, 68-74, 76-81, 84-86, 88, 91-93, 97-99.
- c.* 31100-31299.
- d.* 31601-04, 20, 22-23, 25, 27-41, 43-99.
- e.* 31700-31999.
- f.* 32005-13, 38, 52-53, 55, 59-60, 62, 66, 71, 94, 96.
- g.* 32300-32399.
- h.* 32619, 48, 80, 92-93.
- i.* 35010, 45, 72, 81, 85, 89.
- j.* 35136, 71, 83.
- k.* 36002-03, 06-08, 13-14, 20-26, 29-31, 36, 39, 43-46, 51-54, 57-70, 72-80, 83-99.
- l.* 36100-36199.
- m.* 36256.
- n.* 36800-36899.

B–4. Fort Bliss, TX (TRADOC)

- a.* 78851.
- b.* 79717-19, 30, 34-51, 53-59, 61-75, 77, 79-81, 83-99.
- c.* 79800-79999.
- d.* 87000-88999.

B–5. Fort Bragg, NC (FORSCOM)

27000-28999.

B–6. Fort Campbell, KY (FORSCOM)

- a.* 37000-38599.
- b.* 42000-42099.
- c.* 42100-23, 32-42, 62, 75-79.
- d.* 42200-34, 36-56, 61-63, 65-69, 73-83, 85-99.
- e.* 42300-63, 65-78.

f. 42400-42499.

B-7. Carlisle Barracks, PA (TRADOC)

- a.* 15000-17999.
- b.* 18000-38, 40, 42-46, 48-53, 55-69, 71-73, 75, 78-80, 82-83, 85-99.
- c.* 18100-18899.
- d.* 19500-19, 21-24, 26-99.
- e.* 19600-19699.

B-8. Fort Carson, CO (FORSCOM)

- a.* 80000-83199.
- b.* 83900-84999.

B-9. Fort Dix, NJ (FORSCOM)

- a.* 07830.
- b.* 07900-08499.
- c.* 08503, 05-09, 11, 13, 15-25, 27, 29-34, 37-52, 54, 56-57, 59-99.
- d.* 08600-99.
- e.* 08701, 21-23, 31-35, 38-42, 51-59.
- f.* 08800-01, 03-04, 09, 22, 25-27, 29-32, 34, 48, 58, 67-68, 70, 85, 87-89.
- g.* 09000-09999.
- h.* 18039, 41, 47, 54, 70, 74, 76-77, 81, 84.
- i.* 18900-19499.
- j.* 19520, 25.

B-10. Fort Drum, NY (FORSCOM)

- a.* 03000-05900.
- b.* 12900-14999.
- c.* See also B-45.

B-11. Fort Eustis, VA (TRADOC)

- a.* 22434.
- b.* 23000-01, 03, 13, 16-23, 25-26, 28-29, 31-37, 39, 41, 43-46, 48-54, 56-59, 61-62, 64, 66-74, 76-82, 87-88, 90-92, 94-99.
- c.* 23100-01, 04, 06-10, 14-16, 18-19, 21-23, 25-39, 41-46, 48-49, 51-59, 61-85, 87-88, 90-92, 94-99.
- d.* 23602-04, 06, 09-12, 90-99.
- e.* 23608.

B-12. Fort Gordon, GA (TRADOC)

- a.* 29620-33, 38-43, 46, 53-60, 64-67, 69-80, 82-86, 89-94, 96-97.
- b.* 29800-29899.
- c.* 30413, 16, 22, 24, 26, 30-34, 42, 54-56, 64, 67, 77.
- d.* 30516, 20-21, 38, 53, 57, 77, 98-99.
- e.* 30600-19, 21-40, 42-54, 56-79, 81-99.
- f.* 30800-30999.
- g.* 31000, 02-03, 09-10, 18-19, 21-22, 24, 31, 34-35, 42, 45, 49, 54, 59, 61-62, 64-65, 67, 75, 82-83, 87, 89-90, 94-96.

B-13. Fort Hamilton, NY (MDW)

- a.* 10000-10499.
- b.* 11000-11999.

B-14. Fort Hood, TX (FORSCOM)

- a.* 75000-75899.
- b.* 75900-27, 29-31, 35, 37, 41-50, 54, 58-59, 61-65, 68-76, 78, 80-99.
- c.* 76000-76999.
- d.* 77100-77299.

- e.* 77300-26, 28-34, 40-49, 56-59, 62-67, 70-72.
- f.* 77426.
- g.* 77800-77899.
- h.* 78600-09, 11-13, 15, 17-22, 24-28, 34-37, 39, 41-43, 50-54, 60, 64-65, 69-75.
- i.* 78700-78799.
- j.* 78942-44, 47, 53, 57.
- k.* 79000-79699.
- l.* 79700-16, 20-29, 31-33, 52, 60, 76, 78, 82.

B-15. Fort Sam Houston, TX (MEDCOM)

- a.* 77000-77099.
- b.* 77336-39, 73-99.
- c.* 77400-25, 27-99.
- d.* 77500-13, 15-18, 20-32, 34, 36-37, 39-74, 76-79, 81-84, 86-99.
- e.* 77600-10, 17-18, 20-23, 50.
- f.* 77900-78599.
- g.* 78610, 14, 16, 23, 29-33, 38, 40, 44-49, 55-59, 61-63, 66-68, 76-99.
- h.* 78800-50, 52-99.
- i.* 78900-41, 45-46, 48-52, 54-56, 58-99.

B-16. Fort Huachuca, AZ (TRADOC)

85000-86999.

B-17. Fort Jackson, SC (TRADOC)

- a.* 29000-29599.
- b.* 29600-19, 34-37, 44-45, 47-52, 61-63, 68, 81, 87-88, 95, 98-99.
- c.* 29700-29799.

B-18. Fort Knox, KY (TRADOC)

- a.* 24700-26699.
- b.* 26701, 05, 13, 16, 23, 63-64.
- c.* 40000-41999.
- d.* 42124-31, 43-61, 63-74.
- e.* 42235, 57-60, 64, 70-72, 84.
- f.* 42364, 79-99.
- g.* 42500-47999.
- h.* 60922-60999.
- i.* 61500-61999.
- j.* 62400-09, 11-12, 14-17, 19-99.
- k.* 62500-10, 12-32, 34-37, 39-59, 61-99.
- l.* 62613-17, 22-23, 25, 29-37, 42-48, 51-64, 66-67, 69-73, 75-79, 82, 84, 86-89, 93, 95-99.
- m.* 62700-62799.
- n.* 62805-09, 11, 13, 15, 17-18, 20, 28-30, 33, 36, 40, 45, 47-48, 52-53, 55, 57-58, 60, 62-63, 65-66, 68-69, 72-73, 77-80, 83, 85-87, 94.

B-19. Fort Leavenworth, KS (TRADOC)

- a.* 63551, 56-57, 65-99.
- b.* 64001-11, 15-18, 20-60, 62-82, 84-89, 91-99.
- c.* 64100-64699.
- d.* 65320-21, 25, 27, 30-32, 39-44, 46-47, 49, 51-53.
- e.* 66002-09, 11-12, 16-25, 27-31, 34-35, 37-38, 41-52, 54-55, 57-63, 65-66, 68-70, 72-74, 77, 81-90, 94, 96-99.
- f.* 66100-66399.
- g.* 66403-06, 08, 12, 15-20, 22, 24-25, 28-30, 34-37, 39-40, 42-48.
- h.* 66509, 15-16, 19, 22, 27, 29-30, 32, 34, 38, 40, 42, 50, 52.
- i.* 67855.

B-20. Fort Lee, VA (TRADOC)

- a.* 22427, 46, 54, 75-76.

- b.* 22510, 14, 38, 46, 50, 60, 80.
- c.* 22843.
- d.* 22900-20, 24-32, 36-40, 43-47, 49-52, 54, 59, 63-64, 67, 69-71, 74-87.
- e.* 23002, 04-12, 14-15, 24, 27, 30, 38, 40, 42, 47, 55, 60, 63, 65, 75, 83-86, 89, 93.
- f.* 23102-03, 05, 11-13, 17, 20, 24, 40, 47, 50, 60, 86, 89, 93.
- g.* 23200-23299.
- h.* 23800-07, 09-26, 30-36, 38-43, 45-46, 48-50, 52-58, 60-65, 67-73, 75-77, 79-82, 84-97, 99.
- i.* 23900-24399.
- j.* 24400-40, 42-70, 72-99.
- k.* 24500-24699.

B-21. Fort Lewis, WA (FORSCOM)

- a.* 59000-59999.
- b.* 83200-83899.
- c.* 97000-99499.

B-22. Fort McCoy, WI (FORSCOM)

- a.* 48000-56999
- b.* 60000-61399.
- c.* 61400-10, 12-15, 17-19, 23-37, 41-49, 58-69, 72-99.
- d.* 89000-96199.

B-23. Fort McPherson, GA (FORSCOM)

- a.* 30000-30199.
- b.* 30200-02, 05, 07-17, 19-21, 23-29, 31-39, 41-50, 52-54, 59-60, 62-82, 84, 87-91, 93-94, 96-99.
- c.* 30300-30399.
- d.* 30500-15, 17-19, 22-37, 39-52, 54-56, 58-76, 78-97.
- e.* 30620, 41, 55, 80.
- f.* 30700-30799.
- g.* 31038.

B-24. Fort Meade, MD (MDW)

- a.* 19700-19999.
- b.* 20607-08, 10, 13-15, 23, 29, 39, 57, 78, 85, 88-89.
- c.* 20700-21999.
- d.* 22000-01, 04-12, 68, 75, 80.
- e.* 22117, 29, 31-32, 41, 70, 90.
- f.* 22611, 20, 24-25, 37, 45-46, 55-56, 63.
- g.* 23300-03, 16-19, 29-96, 98-99.
- h.* 23400-01, 03-23, 26-29, 40-49, 80, 82-86, 88.
- i.* 26700, 02-04, 06, 08-12, 14, 17-19, 21-22, 24-30, 32-33, 35-36, 43-62, 65-67, 69-99.
- j.* 26808, 17, 52, 65.
- k.* 26900-26999.

B-25. Fort Monmouth, NJ (AMC)

- a.* 07000-07829, 31-99.
- b.* 08500-02, 04, 10, 12, 14, 26, 28, 35-36, 53, 55, 58.
- c.* 08700, 02-20, 24-30, 36-37, 43-50, 60-99.
- d.* 08802, 05-08, 10-21, 23-24, 28, 33, 35-47, 49-57, 59-66, 69, 71-84, 86, 90-99.
- e.* 08900-08999.
- f.* 23883.

B-26. Fort Monroe, VA (TRADOC)

- a.* 23304-15, 20-28, 97.
- b.* 23424, 30-39, 50-79, 81, 87, 89-99.
- c.* 23500-23599.
- d.* 23600-01, 05, 07, 13-89.
- e.* 23700-23799.

f. 23808, 27-29, 37, 44, 47, 51, 59, 66, 74, 78, 98.

B-27. Fort Myer, VA (MDW)

- a.* 20000-20599.
- b.* 22030-47.
- c.* 22151.
- d.* 22200-25.
- e.* 22301-02, 04-05, 14.

B-28. Fort Polk, LA (FORSCOM)

- a.* 70000-71599.
- b.* 75928, 32-34, 36, 38-40, 51-53, 55-57, 60, 66-67, 77, 79.
- c.* 77327, 35, 50-55, 60-61, 68-69.
- d.* 77514, 19, 33, 35, 38, 75, 80, 85.
- e.* 77611-16, 19, 24-49, 51-99.
- f.* 77700-77799.

B-29. Redstone Arsenal, AL (AMC)

- a.* 35000-09, 11-16, 17-33, 35-41, 43-44, 46-71, 73-80, 82-83, 86-87, 90-99.
- b.* 35100-35, 37-70, 72-75, 76-82, 85-87, 89-99.
- c.* 35200-35399.
- d.* 35400-40, 42, 44-49, 51-58, 60-61, 63-68, 71-83, 85-99.
- e.* 35500-35999.
- f.* 36200-55, 57-99.

B-30. Fort Riley, KS (FORSCOM)

- a.* 57000-58999.
- b.* 66010, 13-15, 26, 32-33, 36, 39-40, 53, 56, 64, 67, 71, 75-76, 78-80, 91-93, 95.
- c.* 66400-02, 07, 09-11, 13-14, 21, 23, 26-27, 31-33, 38, 41, 49-99.
- d.* 66500-08, 10-14, 17-18, 20-21, 23-26, 28, 31, 33, 35-37, 39, 41, 43-49, 51, 53-99.
- e.* 66600-67799.
- f.* 67800-54, 56-99.
- g.* 67900-69999.

B-31. Fort Rucker, AL (TRADOC)

- a.* 32400-32599.
- b.* 35034, 42, 88.
- c.* 35184, 88.
- d.* 35441, 43, 50, 59, 62, 69-70, 84.
- e.* 36000-01, 04-05, 9-12, 15-19, 27-28, 32-35, 37-38, 40-42, 47-50, 55-56, 71, 81-82.
- f.* 36300-36799.
- g.* 36900-36999.
- h.* 38600-39999.

B-32. Fort Sill, OK (TRADOC)

71600-74999.

B-33. Fort Stewart, GA (FORSCOM)

- a.* 29900-29999.
- b.* 30400-12, 14-15, 17-21, 23, 25, 27-29, 35-41, 43-53, 57-63, 65-66, 68-76, 78-99.
- c.* 31037, 55, 60.
- d.* 31300-31599.
- e.* 31600, 05-19, 21, 24, 26, 42.
- f.* 32000-04, 14-37, 39-51, 54, 56-58, 61, 63-65, 67-70, 72-93, 95, 97-99.
- g.* 32100-32299.
- h.* 32600-18, 20-47, 49-79, 81-91, 94-99.
- i.* 32700-34999.

B-34. Watervliet Arsenal, NY (AMC)

- a.* 12000-12099.
- b.* 12116-18, 22-24, 28, 31, 34, 37-38, 41-99.
- c.* 12200-12399.
- d.* 12406, 23, 27, 39, 45, 51, 54-55, 59, 63, 70, 73 82, 85, 92.
- e.* 12513, 21, 23, 41, 65, 93.
- f.* 12800-12899.

B-35. West Point, NY

- a.* 01000-02999.
- b.* 06000-06999.
- c.* 10500-10999.
- d.* 12100-15, 19-21, 25-27, 29-30, 32-33, 35-36, 39-40.
- e.* 12400-05, 07-22, 24-26, 28-38, 40-44, 46-50, 52-53, 56-58, 60-62, 64-69, 71-72, 74-81, 83-84, 86-91, 93-99.
- f.* 12500-12, 14-20, 22, 24-40, 42-64, 66-92, 94-99.
- g.* 12600-12799.

B-36. Fort Leonard Wood, MO (TRADOC)

- a.* 61411, 16, 20-22, 38-40, 50-57, 70-72.
- b.* 62000-62399.
- c.* 62410, 13, 18.
- d.* 62511, 33, 38, 60.
- e.* 62600-12, 18-21, 24, 26-28, 38-41, 49-50, 65, 68, 74, 80-81, 83, 85, 90-92, 94.
- f.* 62800-04, 10, 12, 14, 16, 19, 21-27, 31-32, 34-35, 37-39, 41-44, 46, 49-51, 54, 56, 59, 61, 64, 67, 70-71, 74-76, 81-82, 84, 88-93, 95-99.
- g.* 62900-63499.
- h.* 63500-50, 52-55, 58-64.
- i.* 63600-63999.
- j.* 64000, 12-14, 19, 61, 83, 90.
- k.* 64700-65299.
- l.* 65300-19, 22-24, 26, 28-29, 33-38, 45, 48, 50, 54-99
- m.* 65400-65999.
- n.* 66000-01.

Section II
OCONUS

B-37. HQ, U.S. Army Europe (USAREUR), Heidelberg, Germany
Europe, Africa, and the Middle East.

B-38. HQ, Eighth U.S. Army (EUSA), Seoul, Korea
Korea, Russia.

B-39. JUSMAGTHAI, Thailand
Southeastern and southwestern Asia.

B-40. USARPAC

West coast of Americas to east coast of Africa and from the Arctic to Antarctic, including Alaska and the Aleutian Islands, but excluding Korea.

- a.* Fort Richardson, AK (USARPAC): ZIP codes 99500-99999; Northern Pacific—Alaska including the Aleutian Islands.
- b.* Schofield Barracks, HI
 - (1) ZIP codes 96700-96999.
 - (2) Central Pacific—Guam and the area east of Guam less Alaska, Aleutian Islands, Australia, New Zealand, and Appapua New Guinea.
- c.* Torii Station, Okinawa, Philippines.
- d.* Camp Zama, Japan Western pacific—Area west of Guam to include Australia, New Zealand, Papua New Guinea but excluding Korea.

B-41. Fort Buchanan, PR

- a. ZIP codes 00600-00999.
- b. South America, Central America, Mexico, West Indies.

B-42. Fort Drum, NY

Canadian provinces of Manitoba, New Brunswick, Ontario, Prince Edward Island, Quebec, Newfoundland, Nova Scotia.

B-43. Fort Lewis, WA

Canadian provinces of British Columbia, Alberta, Saskatchewan.

Appendix C

Management Control Evaluation Checklist

C-1. Function

The functions covered by this checklist are Conducting the Preretirement Briefing, Conducting Survivor Benefit Plan Counseling, and Completing the SBP Election Form.

C-2. Purpose

The purpose of this checklist is to assist MACOM Retirement Services Program Manager MRSPMs and Installation RSOs in evaluating the key management controls outlined below. It is not intended to cover all controls.

C-3. Instructions

Answers must be based on the actual testing of key management controls (e.g. document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

C-4. Test Questions

- a. Has the SBP counselor attended DAPE-RSO-sponsored SBP training and been certified by HQDA (DAPE-RSO) as an SBP counselor? (paras 1-13n and 3-2a)
- b. Are soldiers and spouses counseled on the SBP options and effects of such elections at least 60 days before retirement? (para 3-2b)
- c. Is certified mail, restricted delivery used to counsel absent spouses? (para 3-2e)
- d. Are soldiers provided a printout from the DOD SBP Valuation software and current SBP literature as directed by HQDA (DAPE-RSO) during SBP counseling? (para 3-2d)
- e. Is DAPE-RSO apprised of the retirement of mentally incompetent/death imminent soldiers so that an SBP election can be made on behalf of the soldier? (para 3-3b)
- f. Is every retiring soldier provided the opportunity to attend a Preretirement Briefing between the time the retirement application is submitted but no less than 120 days before retirement? (para 3-1a)
- g. Are the topics listed in para 3-1b covered at the Preretirement Briefing? (para 3-1b)
- h. Do Transition Centers/Points ensure retiring soldiers have received a Preretirement Briefing before completing final outprocessing? (para 3-1e)

C-5. Supersession

This checklist replaces the checklist for "Survivor Benefit Plan" previously published in DA Circular 11-89-1.

C-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to: Chief, Army Retirement Services, ATTN: DAPE-RSO, 200 Stovall Street, Alexandria, VA 22332-0470.

Glossary

Section I Abbreviations

AG

Adjutant General

BASOPS

Base Operating Information System

CAR

Chief, Army Reserve

CG, PERSCOM

Commanding General, U.S. Total Army Personnel Command

CHAMPUS

Civilian Health and Medical Program of the Uniformed Services

CNGB

Chief, National Guard Bureau

COLA

Cost-of-living adjustment

CSA

Chief of Staff, Army

DA

Department of the Army

DCSPER

Deputy Chief of Staff for Personnel

DOD

Department of Defense

HQDA

Headquarters, Department of the Army

MACOM

major Army command

MSC

major subordinate command

MS-3

Manpower Staffing Standards System

ODCSPER

Office of the Deputy Chief of Staff for Personnel

RAD

Retiree Appreciation Day

RCPS

Retired and Casualty Pay System

RSFPP

Retired Serviceman's Family Protection Plan

RSO

Retirement Services Officer

SBP

Survivor Benefit Plan

SBPC

Survivor Benefit Plan Counselor

TRICARE

Tri-service medical care

ZIP Code

Zone Improvement Plan

Section II**Terms****Army Echoes**

An authorized 16-page periodical published for retiring and retired soldiers and their families in accordance with AR 25-30. Its purpose is to keep Army retired soldiers, survivors, gray area retirees, and active and reserve soldiers with 19 or more years service abreast of their rights and privileges, inform them of current developments in the modern Army, and inspire goodwill and a desire to support the U.S. Army in civilian communities.

Chief of Staff, Army, Retiree Council

A council, composed of retired soldier volunteers, which meets annually for 1 week to discuss installation retiree issues and report to the Chief of Staff, Army.

Former spouse

A person who—

- a.* Was a soldier's spouse on the date the soldier became entitled to retired pay and was divorced from the soldier after the soldier retired.
- b.* Was the soldier's former spouse on the day the soldier became entitled to retired pay.
- c.* Married the soldier after retirement and remained married to the soldier for at least a year before the divorce.
- d.* Married the soldier after retirement and became divorced before the first anniversary of the marriage, but is the parent of a child born to the retired soldier and former spouse.

Function

A defined segment of the Military Personnel System. The point where responsibility rests with a specific person at all levels of command.

Gray area retiree

A reservist who has completed 20 years qualifying service for retirement purposes, but who has not reached age 60 and is not entitled to retired pay.

Installation retiree council

A council composed of retired military community volunteers which meets periodically to suggest improvements for the well-being of retired soldiers at the installation, MACOM, and the DA level.

Installation Retirement Services Officers

Individuals responsible for administering the Installation Retirement Services Program within ZIP codes and geographic areas listed in appendix B.

Local area retiree council

A council composed of retired military community volunteers from heavily populated, outlying areas of an installation's area of responsibility. Provides input to the installation retiree council.

Manpower Staffing Standards System

Development and application of manpower staffing standards for determining the minimum essential requirements to

accomplish Table of Distribution workload. The system identifies the operational improvements for increasing efficiency and effectiveness.

Retired and Casualty Pay System

A database containing retired and annuitant pay records. RSOs can access the database to change pay and home addresses, and tax information, reissue tax forms, reissue retired pay statements, and establish annuitant accounts.

Retired Serviceman's Family Protection Plan

The immediate forerunner of SBP.

Retiree Appreciation Day

An event conducted annually by the installation for retired soldiers and family members living within the installation's area of responsibility.

Retirement Services Newsletter

A newsletter for retirees and survivors in an installation's area of responsibility.

SBP

An annuity plan into which retiring soldiers may enroll to provide for continuation of a portion of their retired pay to survivors.

TRICARE

The comprehensive medical care system that replaced CHAMPUS.

Work center

A group of personnel that use similar machines, processes, methods, and operations to perform homogeneous work, usually located in a centralized area. The term is used to identify a relatively small activity within a broad organizational component or functional segment. Personnel within a work center perform work that basically contributes to the same end product or result; the duties are similar or closely related.

Section III

Special Abbreviations and Terms

There are no entries in this section.

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